

Return copy to: Bank of America  
 Government Card Services  
 730 15th Street NW  
 Washington, DC 20005  
 DC1-701-01-07  
 Fax Number: 202.624.5556



## Merchant Category Code Classification Change

Agency/Organization Program Coordinators and Program Managers may use this form to initiate a request to MasterCard and/or Visa to change a Merchant Category Code (MCC) for a given merchant.

### Section 1: Requestor Information

Name:			
Agency/Organization:			
Address:			Phone Number: Fax Number:

### Section 2: Account/Transaction Information

Card Type:	Purchase <input type="checkbox"/>	Travel <input type="checkbox"/>	Fleet <input type="checkbox"/>	Integrated <input type="checkbox"/>
Account Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration Date:	<input type="text"/>	Transaction Date:	<input type="text"/>	Transaction Amount:

### Section 3: Merchant Information

Merchant Name:			
Address (if known):			
City:			
State/Province:			Country:
Merchant Acquirer:	BANK USE ONLY		
Reference Number/ ICA Number:	BANK USE ONLY		
Current Merchant Category Code	<input type="text"/>	Requested Merchant Category Code	<input type="text"/>

### Section 4: Comments

If attaching additional information, please also indicate here.

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Requestor  
Signature:

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

## Merchant Category Code Classification Form

<b>Purpose:</b>	Complete this form to initiate a request to MasterCard and/or Visa (the card associations) to review and change suspected erroneous or miscoded merchant category codes with the appropriate merchant bank. The card associations will entertain a change in MCC classification where the MCC currently assigned is incorrect and does not reflect the merchant's primary type of business. Bank of America will use the information provided on this form to submit a formal request to the appropriate card association.
<b>Instructions:</b>	<p>An Agency/Organization Program Coordinator should complete this form. To initiate a request to change the merchant category code of a given merchant, complete the form as indicated in the instructions below and attach any supporting documentation on a separate page. Then, mail or fax the form and supporting documentation to the address or fax number indicated below.</p> <p style="text-align: center;">Bank of America Government Card Services 730 15th Street NW Washington, DC 20005 DC1-701-01-07</p> <p style="text-align: center;">Fax: 202.624.5556</p>
<b>Section 1: Requestor Information</b>	
<b>Name</b> – Indicate the name of the person requesting the change.	
<b>Agency/Organization</b> – Indicate the name of the Agency/Organization the requestor represents.	
<b>Address/Phone Number/Fax Number</b> – Indicate the address, phone number and fax number where the requestor may be reached.	
<b>Section 2: Signature and Agreement</b>	
<b>Card Type</b> – Select the type of card used when the miscoded transaction was identified.	
<b>Account Number</b> – Enter the 16-digit account number.	
<b>Expiration Date</b> – Enter the expiration date as it appears on the card.	
<b>Transaction Date</b> – Enter the date the transaction occurred.	
<b>Transaction Amount</b> – Enter the amount of the transaction.	
<b>Section 3: Merchant Information</b>	
<b>Merchant Name</b> – Indicate the name of the merchant.	
<b>Address</b> – Indicate the address where the merchant is located.	
<b>State/Province</b> – Indicate the state or province where the merchant is located.	
<b>Country</b> – Indicate the country where the merchant is located.	
<b>Merchant's Acquirer Name</b> – The Merchant's Acquirer is the Bank that accepts the merchant's card transactions and initiates the interchange process. Government Card Services will complete this information.	
<b>Acquirer Reference/ICA Number</b> – This represents the Reference or ICA number assigned to the merchant's acquirer. Government Card Services will complete this information.	
<b>Current Merchant Category Code</b> – Indicate the 4-digit merchant category code currently assigned to the merchant.	
<b>Requested Merchant Category Code</b> – Indicate the 4-digit merchant category code that is being requested for the merchant.	
<b>Section 4: Comments</b>	
Provide supporting details and rationale for this request.	